

25-330-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

690-15

PAGE
NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

EMPLOYEE ASSISTANCE PROGRAM

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>OLD CLIENT FILES --INACTIVE</u> Files of employees referred to the Employee Assistance Program (Self Referrals, Supervisory Referrals and State Medical Director Referrals.	Retain in office two (2) fiscal years or until employee retires or resigns, then destroy.
2	<u>EMPLOYEE ASSISTANCE PROGRAM STATISTICS</u> Records of statistics containing number of referrals, reasons for referral, primary problems and treatment recommended.	Retain permanently in office files.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8/6/90 *Fredrick D. Smith*
Date Signature Title

10/4/90 *Edward C. Fagan*
Date Signature State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
DEPARTMENT/AGENCY PERSONNEL		2. DIVISION EMPLOYEE ASSISTANCE PROGRAM		3. UNIT	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Employee Assistance Program Inactive Files				5. EARLIEST YEAR/LATEST YEAR <u>1985</u> TO <u>1987</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Employee files containing the usual, name, Social Security, place of employment, etc. The files contain status reports on clients in the program.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>6</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER NUMBER <u>2</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 2100 Guilford Ave. Baltimore, Md. 21218 Room 309		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) <u>DOP POLICY 14</u>		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Rolodex cards</u>		18. RECOMMENDED RETENTION <u>2 YEARS</u>			
19. NAME AND TITLE OF PREPARER Frederick E. Ramsey, Director		20. TELEPHONE NUMBER 333-6418		21. DATE	